

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

CDC

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

b. Other

c. Proposed by Initiating Office

ACCOUNTANT

9

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE**

VACANT

8. OFFICE/SECTION

US EMBASSY KAMPALA

a. First Subdivision

CENTERS FOR DISEASE CONTROL

b. Second Subdivision

FINANCE UNIT

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

VACANT

Typed Name and Signature of Employee

Date(mm-dd-yy)

EMMANUEL KIMERA JAWE

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

DEBORAH CONNER

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

JOHN KLIMOWSKI

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent serves as an accountant with responsibility for assisting in the administration of the internal accounting program for the CDC Uganda office. The position is located in the Extramural Programs area of the Financial Unit. The incumbent will oversee the financial reviews and provide technical assistance for budgetary and financial management of CDC cooperative agreements.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Extramural Program Budget Technical Assistance:

50%

Based at the CDC office in Entebbe, the position oversees the financial reviews and provides technical assistance for budgetary and financial management of agency cooperative agreements. The incumbent ensures the preparation and execution of program budgets are based on program plans, resources available and sound knowledge of PEPFAR program activities. S/he ensures adherence to budgetary and financial policies and guidelines.

The incumbent is responsible for coordination of CDC's implementing partners' documents for VAT exemptions and/or refunds to the Embassy Financial Management Office.

The incumbent enters accounting data into a variety of spreadsheets, forms, schedules, and reports. Prepares a variety of reports related to the status of funds and forecasting, expenses, obligations, grantee key personnel time on CDC awards, and workload for the preparation of summary statements and reports.

Advises on and/or performs financial accounting duties, including developing accounting procedures for CDC extramural program partners. Resolves technical problems in executing computerized, integrated accounting system(s).

Resolves complex problems of prediction and forecasting which result from uncertainties or changes in the operating programs, and for determining the propriety of systems and methods used by operating officials in developing estimates for funding requirements.

Executing Financial Statement Reviews:

25 %

Reviews historical financial operating data and trends to prepare and/or validate estimates. Reviews a variety of historical data and compares to current spending information for CDC-Uganda PEPFAR activities. Reviews grants and cooperative agreement language and fiscal requirements affecting PEPFAR programs to ensure implementation is in line with fiscal requirements.

Reviews procurement requests, including international travel requests, for appropriate approvals by the CDC project officers. Follows up with technical staff (activity managers and project officers) and implementing partners for clarifications regarding budget and official travel. Ensures that obligations incurred and resulting expenditures of funds by CDC implementing partners are in accordance with pertinent laws and regulations.

Monitors and controls by timely recording, coding, balancing, and scrutinizing data for inaccurate accounting.

Analyzes and evaluates financial costs, interprets the effects of transactions upon the financial resources of the extramural organizations. JH compiles work plans for budget source documents and ensures the budget preparation process is timely and adequately supported.

Apply accounting concepts to solve problems, render advice, or to meet other needs of management

25 %

Prepares and provides all necessary documentation to the Chief, Finance Unit, activity managers, and project officers to support financial data (i.e. reports for indirect expense analysis, transfers of funds, prior approval requirements and special authorizations and progress reports) for anticipated audits.

Drafts reports to the Chief Finance Unit, activity managers, and project officers, which identify noncompliance with regulations, inefficient operational capacity, or improper practices. Develops constructive recommendations for improvements to the financial position of the implementing partner organizations.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

A Bachelor's degree in Business Administration, Business Management, Commerce or Accounting is required.

b. Prior Work Experience

Four years of progressively responsible experience in program accounting or auditing is required.

c. Post Entry Training

Federal financial management trainings are required. These include: simplified acquisitions; federal appropriations law; contracting officers technical representative, project officer for cooperative agreements.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English ability (fluent) is required.

e. Knowledge

Professional knowledge of the theory, principles, concepts, and practices of accounting is required. Thorough knowledge of US government financial regulations, including those established by HHS, is required. Knowledge and understanding of laws, regulations and procedures associated with CDC organizational operations including PEPFAR funding and reporting requirements is required.

f. Skills and Abilities

Advanced levels of analytical and computational ability to analyse, compile and present large amounts of information in a concise manner, as well as advanced numerical skills, are required. Advanced level of skill in utilizing various financial management software systems such as COPRS for PEPFAR reporting; IRIS and PMIS for CDC budget and property tracking; MIP Sage, Quickbooks and Microix for NGO accounting and procurement management, and COAST for Department of State accounting are required. Keyboarding with speed and accuracy is required.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent is supervised by the Financial Specialist on all technical and general management aspects.

b. Available Guidelines

The incumbent uses US Government Federal Acquisition Regulations, Code of Federal Regulations, Federal Travel Regulations, Foreign Affairs Manual regulations, as well as CDC handbooks and written procedures on a regular basis in dealing with CDC-specific operating and non-operating funds disbursement and reporting.

c. Exercise of Judgment

JH is expected to use his/her professional knowledge and understanding of accounting principles and CDC operational requirements to effectively perform assigned duties. JH uses his/her discretion to identify and address financial management procedural issues/problems at all levels of the cooperative agreement and contract funding process.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

The position communicates with all levels of internal staff during the course of duty. Works with all branch chiefs, as well as other project principal investigators on the budget process, maintenance of allotments and funds accountability, as well as resource allocation. JH communicates with Atlanta-based staff on the management of cooperative agreement funding, providing analysis and clarifications of expenditures for Atlanta-held funds; with external partners in providing consultation and technical assistance for meeting financial reporting requirements and annual audit requirements. Works with Embassy FMO on obligations and status of funds as necessary.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks